



---

## City of Torrance, Community Services Department

### Procedures and Guidelines

### SHORT-TERM FACILITY USERS

---

#### CLEANLINESS

The representative of each user group is responsible for supervising clean-up of any area used by his/her group:

- Wipe down tables and chairs and return to their original locations.
- Dispose of any food in the trash cans provided outdoors. Do not leave any food in the building!
- Leave the kitchen clean.
- Wipe up spills on the floors and counters. Leave the building ready for the next group to use!!
- If your group is involved in crafts or any other projects, please clean up all trash, paint, and glue. Supplies or craft projects may not be left in the building.

Amplified sound is not permitted in any park building.

Your group will be billed for any damages and/or the amount will be deducted from your deposit.

Report any problems, concerns, and safety hazards as soon as possible so they can be corrected.

Call the Facility Booking Office at (310) 618-5982, Monday - Friday 8:00 a.m. - 5:00 p.m. The office is closed alternating Fridays.

In an emergency, contact the Watch Commander at the Police Department (310) 618-5641.

I understand and will comply with the above.

---

Date

---

Signature

**WHITE - File**

**YELLOW - User**